

Wisconsin Deer Donation 2005

An Information Packet for:

Counties, their WDACP agents, & non-profit organizations who will be involved in administering Wisconsin Deer Donation 2005

This packet contains the following items to help you set up Wisconsin Deer Donation 2005 in your county:

Getting started

1. General information about the program—which counties can participate & how it works.
2. Outline of what you'll need to do to participate in Wisconsin Deer Donation 2005.
3. Commonly asked questions about the Wisconsin Deer Donation program.
4. "Non-profit Organization Agreement to Implement Wisconsin Deer Donation 2005", to be used if you would like a non-profit organization (such as Hunt for the Hungry) to implement or help implement the program in your county. We strongly encourage these partnerships because of the strong networks of processors and pantries that these non-profit organizations have developed over the years.

Setting up processors

5. A copy of the "Information Packet for Venison Processors who would like to participate in Wisconsin Deer Donation 2005", which includes complete instructions for what processors need to do to participate in the program and a copy of the "Venison Processor Agreement" to be used for signing up each processor.

Setting up pantries

6. A copy of the "Information Packet for Charitable Organizations who would like to participate in Wisconsin Deer Donation 2005", which includes complete instructions for what food pantries need to do to participate in the program

The financial end of things

7. Instructions on how to submit mid year budget amendments to the WDACP for estimated venison donation program costs, and quarterly reimbursement requests for venison processing fees and administration costs, included in #2
8. Blank form that you can use to submit your mid year budget amendment request.
9. Example mid year budget amendment request for Wisconsin Deer Donation 2005.

Reporting Requirements

10. Mid season and end of the year reporting requirements, included in #2.
11. Blank form that you can use for reporting total donations by processor and pantry at the end of the year.

And other helpful information . . .

12. A list of other people & organizations across the state who are also involved in this program, to help you coordinate your efforts more effectively.

We hope that the information contained in this packet will help answer many of your questions. If you have any questions or concerns, feel free to call us (the WDNR WDACP) - Laurie Fike, 608-267-7974, Bryan Woodbury, 608-266-2151 and we'll try to help you out!

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WHICH COUNTIES CAN PARTICIPATE

Wisconsin Deer Donation 2005 at a glance

The Wisconsin Deer Donation program is designed to use existing Wildlife Damage Abatement & Claims Program (WDACP) funds to pay for processing of deer harvested and donated by hunters in Wisconsin. The venison is then processed and distributed (free of charge) to needy people across the state of Wisconsin. The intent of the program is to reduce the deer herd and hopefully to reduce agricultural damage in the future. Through the program, needy families receive high quality nutritious meat, and hunters help manage Wisconsin's deer herd by harvesting additional deer and donating those deer to a worthwhile cause. For all involved, the program promotes a positive public image of deer hunting, the organizations involved, and those who participate in and promote Wisconsin deer hunting.

In short, everyone involved benefits!

When did Wisconsin Deer Donation start, and which counties can participate?

State statute 29.89 was passed in the summer of 2000, for the first time authorizing the use of Wildlife Damage Abatement and Claims Program funds to fund processing of venison for donation to food pantries. Currently, three conditions must be met before venison processing can be funded in a county in any given year:

1. **The WDACP must have adequate funds to fund administration, abatement, and claims costs for the county WDACP before funds can be allotted to venison processing.** Funding for the WDACP comes from a \$1 surcharge on hunting licenses and from bonus deer permit revenues. Large numbers of bonus permits sold in recent years allowed us to fund the Wisconsin Deer Donation Program. The decision to fund or not fund the program is made each spring, based on available funds and predicted future expenses. *Funding for Wisconsin Deer Donation 2005 will reduce funding available for WDACP administration, abatement, and claims costs in future years, which may result in the prororation of damage claims in 2005.*
2. **The county must be enrolled in the WDACP.** Currently 70 of 72 counties in Wisconsin are enrolled in the WDACP. Kenosha and Menominee counties are not currently enrolled in the WDACP, and thus are not eligible to participate in Wisconsin Deer Donation 2005.
3. **The deer processed must have been taken outside of the Chronic Wasting Disease Eradication Zone.** Only deer registered with a silver metal tag signifying the deer was taken outside of the CWD Disease Eradication Zone (DEZ) are eligible for donation to Wisconsin Deer Donation 2005. The Department of Natural Resources (DNR) initiated another deer donation program for deer harvested in the CWD Disease Eradication Zone. The DNR has contracted with local processors to collect DEZ harvested deer (registered with a red metal tag). Once the deer has tested negative for CWD, the deer will be processed into ground venison and donated to local food pantries. This program is not administered or funded by the WDACP.

Last year, hunters donated 10,938 deer, and processors processed approximately 500,000 pounds of venison! Food pantries then distributed this venison to thousands of needy people around the state!



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A QUICK SUMMARY OF HOW THE PROGRAM WORKS

Counties: (A summary of your role—you'll find all the details on the next sheet.) Counties first must confirm that they are eligible to participate, i.e., that 1) they participate in the WDACP, and 2) they agree to accept deer carcasses for processing, pay for the costs of processing the venison, and donate the venison to a food distribution service or a charitable organization. Counties (or their agents or a non-profit organization) then are responsible for setting up the program, which includes organizing and signing agreements with processors in their county to accept and process the venison, and coordinating area food pantries to pick up and distribute the ground venison. Counties are also responsible for reporting on program activities during the season and at the end of the year, and paying all the bills (through the WDACP). Partnering with non-profit deer donation organizations in your area can assist you with many of the above responsibilities, including serving as the "point person" in your county for all contacts with meat processors and food pantries.

Hunters: Hunters need only do six simple things to participate in Wisconsin Deer Donation 2005:

1. Legally harvest a deer outside of the CWD Disease Eradication Zone during any hunting season.
2. Field dress the deer.
3. Register the deer at a Wisconsin DNR registration station.
4. Call a participating processor to verify that the processor has space to accept the hunter's deer.
5. Drop the deer off at the participating processor, during regular business hours, by December 31.
6. Sign a simple log-in sheet at the processor to verify their donation. Hunters must donate the entire deer to receive the processing costs for free but the head and antlers may be removed for mounting.

The participating meat processors and food pantries take it from there—processing the donated venison and distributing it to needy people across the state.

Processors: Processors must be licensed by the US Department of Agriculture and/or the Wisconsin Department of Agriculture, Trade, and Consumer Protection. Processors must sign an agreement to participate in Wisconsin Deer Donation 2005 with a county WDACP representative, and agree to follow all of the terms of that agreement. The participating processor accepts donations, and verifies that hunters log all deer in on the 'Hunter Deer Donation Log Sheets.' The processor then grinds, packages and freezes the donated meat. When the processor collects a sizable amount of venison (or runs out of space!), the processor calls the contact person indicated on their agreement to pick up the ground venison. One of the participating charitable organization representatives or volunteers picks up the meat within 48 hours and distributes it to the participating food pantries.

Food pantries: Food pantries or other charitable organizations must ensure that they have adequate facilities for storage and distribution of meat, and then contact counties or their representatives to let them know that they would like to participate in Wisconsin Deer Donation 2005. Counties or their representatives will coordinate which pantries will be picking up meat from specific processors in the county. The pantry is responsible for picking up the ground venison from the processor(s) within 48 hours of notification by the processor. The food pantry then distributes the frozen ground venison at no charge to needy individuals in Wisconsin.

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THE DETAILS: WHAT COUNTIES OR THEIR AGENTS NEED TO DO TO PARTICIPATE

Getting started

- Decide whether or not to participate in Wisconsin Deer Donation 2005 (Refer to the sheet "Which Counties Can Participate in the Program". Call us if you have questions.)
- Carefully read this packet, along with the enclosed packets for processors and charitable organizations who would like to participate in Wisconsin Deer Donation 2005, to ensure that you fully understand each parties' responsibilities in implementing a Wisconsin Deer Donation 2005 program in your county.
- Notify the WDNR WDACP of your intent to participate by **August 31, 2005**, by submitting a request to amend your county WDACP budget to provide processing and administration costs for Wisconsin Deer Donation 2005.

Submitting a mid year budget amendment to the WDNR WDACP

- Counties should seek an amendment by first contacting their agent or Laurie Fike (608-267-7974) to discuss the request. Then, the county should submit two original copies of a written budget amendment request, *using the enclosed example format*. Each original must be signed by the county's authorized representative. Budget amendment requests should be sent to the WDNR WDACP (ATTN: Laurie Fike, WM/6) for WDNR approval. Laurie will return one original, signed and approved, to you for your files.
- Mid year amendment requests for Wisconsin Deer Donation 2005 must include two separate amounts: processing fees and administration costs. Counties should contact their agents for guidance on the amount to request in each category. If you see later that processing costs may exceed your amendment amount, please contact the WDNR WDACP as soon as possible to discuss an additional amendment for processing fees.
- The mid-year amendment must identify the maximum cost the county will pay per processed deer. In 2005 the maximum cost the WDACP will pay for deer processing is \$50 per deer. A county may accept a higher processing fee if they have other (Non-WDACP) funds to pay the difference.

Determining who will be responsible for program implementation in your county

- In counties that contract WDACP services to an agent, the agent will be responsible for implementing Wisconsin Deer Donation 2005 (skip down to section: The financial end of things-bills from processors)
- **We encourage all counties to consider teaming up with a non-profit organization (e.g. Hunt for the Hungry) to implement Wisconsin Deer Donation 2005 in your county.** These organizations can serve as 'point people' for processors and pantries—signing agreements, answering questions, coordinating venison pick ups, etc. If you would like a non-profit organization to implement Wisconsin Deer Donation 2005 for you, in your county, you will need to sign an agreement with them indicating the responsibilities that they will have in your county (*A copy of the agreement is enclosed.*)
- Thoroughly review the enclosed "Non-Profit Organization Agreement to Implement Wisconsin Deer Donation 2005", including the responsibilities of both parties, billing and reimbursement procedures, and allowable administrative costs, with the director of the organization. Both parties (the director

of the non-profit organization and the county conservationist or the county's WDACP agent) need to sign the agreement.

- If you opt to work together with a non-profit organization implement the program in your county, it is still the county's responsibility to reimburse processors promptly and to ensure that all WDACP rules and financial and reporting requirements are met.

Setting up venison processors in your area

- Contact processors in your area to see if they are interested in participating in Wisconsin Deer Donation 2005. A good starting point will be those processors that participated last year.
- Check with any existing non-profit deer donation organizations in your area for more information on capacities of area processors, and any contacts or commitments that that organization may have already made with area processors.
- Each county must have at least one licensed meat processor willing to participate in Wisconsin Deer Donation 2005 and which agrees to process deer for \$50 each.
- All processors who participate in Wisconsin Deer Donation 2005 must be licensed by the U.S. Department of Agriculture (USDA) or the Wisconsin Department of Agriculture, Trade, and Consumer Protection (WDATCP).
- Thoroughly review the "Venison Processing Facility Agreement" with each processor. You are responsible for sending a copy of the signed agreement to the processor within 14 days.
- Make 3 copies of the 'Invoice for Venison Processing Fees' (contained in the "Information Packet for Venison Processors"), and fill in the information on the bottom of each copy. You will also need to provide each **new** processor with a W-9 form that should be completed and returned to the county or their agent.
- Leave the "Information Packet for Venison Processors" (minus the "Agreement") with the processor—this is their source of information and instructions about the program.
- **By September 15, 2005**, submit a list of all participating processors in your area to Laurie Fike.

LAURIE FIKE WM/6

DEPT OF NATURAL RESOURCES

BOX 7921

MADISON WI 53707-7921

The list must include complete business names, business contact people (please include both first and last names), US Post Office mail addresses (and street address if different from mailing address), phone numbers, and processing fees for each processor.

Setting up food pantries/food distribution services in your area

- Contact food pantries/food distribution services in your area to see if they are interested in participating in Wisconsin Deer Donation 2005. Existing non-profit deer donation organizations in your area can provide you with details on the capacity and distribution abilities of food pantries in your area.
- Each county must have at least one food pantry that is willing to pick up the processed meat or at least one group willing to transport the meat from the processor to a pantry.
- Thoroughly review the "Information Packet for Charitable Organizations" with each food pantry/food distribution service. Answer any of the organization's questions, and leave the packet (minus the sheet with their contact information) with them—this is their source of information and instructions about the program.

- You are responsible for letting the food pantry/food distribution service know which processors they will be responsible for picking up meat from. You can do this by filling out the sheet in their packet "Contact Information for Meat Processors that you are responsible for picking up venison from".
- If you are faced with ground venison in excess of the amount that can be handled by the food pantries participating in your area, existing non-profit deer donation organizations in your area can assist you with distributing the excess venison.

Advertising the program

- We (the WDNR WDACP) will coordinate production of statewide posters and brochures for Wisconsin Deer Donation 2005. You are responsible for 1) sending Laurie Fike complete contact information for all participating processors in your county by **September 15, 2005**, 2) proofing draft posters and brochures for accuracy of the information for your area, and 3) notifying us of all changes by **September 20, 2005**.
- Posters and pamphlets will be mailed directly from the printer to service centers, registration stations, ALIS vendors, participating venison processing plants, and county LCD offices by **September 30, 2005**. Please let us know if you would like additional posters or brochures mailed to you or the non-profit organization working with you.

The financial end of things—reimbursing processors

- For counties that contract WDACP program services to USDA-Wildlife Services, processors will submit invoices directly to USDA-Wildlife Services, and USDA-Wildlife Services will arrange for payment with your county of all processor invoices. Processors will be paid within 3-6 weeks.
- In all other counties, all processor bills will come to you (the county) for payment regardless of whether you implement the program directly, or you work with a non-profit organization. You can choose to have the processors send their invoices directly to you, or to have the non-profit organization working with you collect and check invoices for accuracy, and then mail a group of them to you for payment. In all cases, the county WDACP must pay the processor directly (i.e. processing fees must be paid directly to the individual processor that submitted the invoice). This supports WDNR financial policy that county WDACPs must reimburse vendors directly for their costs.
- All invoices need to be checked to confirm the processing fee with their agreed upon price, and to confirm that Hunter Deer Donation Log sheets and Distribution of Processed Venison to Charitable Organization Log sheets are attached confirming the number of donated deer being invoiced.
- Upon receipt of accurate invoices with attached Log sheets, invoices should be paid within 3-8 weeks. **Please emphasize to processors that the reimbursement process may be long, so that they are prepared for this lengthy period before reimbursement.** We know that most counties cannot pay an invoice until it is approved at the county board meeting. Generally these meetings are held monthly, but occasionally they are held less often. **Please make every attempt to approve invoices at the first opportunity, so that processor invoices can be paid in a timely fashion. If possible, we encourage counties to develop a system that allows them to pay processor invoices within 30 days.** Most processors are small facilities, and depend upon prompt reimbursement to maintain their operations.
- Bills should be paid from the county's 'advance' WDACP funds for 2005. Counties should not wait for reimbursement from the WDNR before paying these bills! If you do not expect to have enough advance funds to pay these bills, contact Laurie Fike, 608-267-7974, right away (before the hunting seasons begin!).

- Counties must have a W-9 form on file for all payments to individuals, organizations, or businesses for Wisconsin Deer Donation 2005.

The financial end of things—reimbursement to the county from the WDNR WDACP

- Submit all requests for Wisconsin Deer Donation 2005 costs on your final quarterly reimbursement form for 2005 by **1 March 2006**. **Final reimbursements must be submitted by March 1, 2006 to be eligible for payment.** Wisconsin Deer Donation 2005 administration and processing costs should each be listed as a separate item on both your reimbursement worksheet and request form.

Reporting

- Deer season dates for 2005 are: Early Archery: September 17 - November 17; Early Zone T: October 27-30; 9 day gun deer: November 19-27; Late Zone T: December 8-11(not in all Zone T units—check hunting regs); Late Archery: November 28-January 3, 2006. Please see the 2005 Wisconsin Deer Hunting Regulations pamphlet for other hunting season frameworks and weapon options.
- We need a report from you on all deer donated **to date**(running totals), at each processor, on the following dates:
 - November 3, 2005** (total deer donated, by processor, from start date through Oct. 31)
 - December 1, 2005** (total deer donated, by processor, from Sept. 13 through Nov. 30)
 - January 5, 2005** (total deer donated, by processor, for the entire 2005 season)

Please phone Laurie Fike at 608-267-7974 with this information, so that we can quickly get it into a statewide press release. Telling the public what and how we are doing, and thanking them for their participation, is critical to a successful program in this and future years!

- We encourage all counties to contact your local media with information about how Wisconsin Deer Donation 2005 is progressing in your area. We will be sending out statewide releases, but these by nature have to be short, and may not contain all the information you'd like to tell the public about the program in your area. Your local media contacts, and the specific information that you can provide them about your area of the state, can go a long way toward encouraging donations in your area. If you're partnering with a non-profit deer donation organization in your area such as Hunt For The Hungry, they can greatly assist in promoting the program with their established media contacts.
- If you are partnering with an existing deer donation program in your area, check with them on establishing a system of regular updates so that all of you will be up-to-date on the progress of deer donation in your county throughout the year.
- By **February 15, 2006**, we'll need a final report of the venison processed and distributed in your county. For each participating processor in your county, please list the total number of deer processed and/or the total pounds of venison processed. For each participating pantry in your county, please list the total pounds of venison the pantry received from each processor. This final report will be combined with information on costs to determine how effective (and cost effective) the program was. *We have enclosed a sheet for you to report total donations by processor and by pantry to the WDNR WDACP at the end of the year.*

That's it! If at any time you have questions, don't hesitate to call us (the WDNR WDACP) at 608-267-7974, Laurie Fike, or 608-266-2151, Bryan Woodbury.

Wisconsin Deer Donation 2005

COMMONLY ASKED QUESTIONS

Can Wisconsin Deer Donation 2005 pay for processing fees for deer not specifically donated to the program?

The intent of the Wisconsin Deer Donation program is to reduce the deer herd in Wisconsin, with the ultimate goal of reducing future deer damage to agricultural crops in Wisconsin. Funds used for the Wisconsin Deer Donation program reduce the amount of funds available to farmers through the WDACP to pay for damage prevention measures and damage claims in future years. Thus, we think it is critically important to abide by the specific intent of the program, which is to encourage hunters to harvest 'additional' deer, and donate those deer to a worthy cause. To that end, Wisconsin Deer Donation 2005 will not pay for the processing of:

- Deer killed in car-vehicle collisions.
- Deer poached, and subsequently confiscated by WDNR Conservation Wardens.
- Deer abandoned by hunters at the processing plant.
- Deer harvested in another state.
- In addition, we cannot pay for processing of deer from deer farms or non-native species of deer.

We encourage people to organize local networks to distribute deer harvested or killed under these circumstances to needy people in their community.

Would we be liable for any problems with tainted or unsafe meat?

Sec 895.51, Stats., makes food processors, charitable organizations, and those involved in the distribution of donated food immune from liability for injury or death caused by the donated food product. With that said, we ask everyone involved (particularly processors, who are the first ones to see the donated deer) to do everything possible to make sure that any deer that are of questionable quality are disposed of, and are not processed!

Deer taken in the Chronic Wasting Disease Eradication Zone are not accepted into the WDACP Deer Donation Program. These deer will be registered with a red metal tag. Deer taken outside the CWD Eradication Zone will be registered with a silver metal tag. **Processors should only accept deer for donation that were registered with the silver metal tag.**

This is also the reason that we must require that all processors participating in the program be licensed by either the US Department of Agriculture or the Wisconsin Department of Agriculture, Trade, and Consumer Protection. We want to take all possible precautions to ensure that the venison that we provide to needy people in the state is safe and wholesome.

Can taxpayers claim deer donated to Wisconsin Deer Donation 2005 as a charitable, tax deductible contribution?

The best place to find out about this is directly from the Internal Revenue Service. Try their web site at http://www.irs.gov/form_pubs. Then click on "Topical index to forms, instructions, and publications", and go to "C" for "Charitable Contributions".

Wisconsin Deer Donation 2005

NON-PROFIT ORGANIZATION AGREEMENT TO IMPLEMENT WISCONSIN DEER DONATION 2005

Name of Organization: _____

Contact Person: _____

Street Address: _____

City, State, Zip Code: _____

Office Phone Number: _____

Other Phone Number: _____

Social Security Number or Tax Identification Number: _____

(Your SSN / TIN will not be released to the public, and is required only if you will be receiving payment from the county.)

Days and hours you prefer to coordinate/receive phone calls concerning Wisconsin Deer Donation 2005:

Days: _____

Hours: _____

The non-profit organization named above, in cooperation with the Cooperating Wildlife Damage Abatement and Claims Program (WDACP) of _____ county, and (if applicable) the county's agent, agrees to the following terms:

1. The organization is responsible for the following aspects of Wisconsin Deer Donation 2005 (**check all that apply**):

- ☐ Advertising Wisconsin Deer Donation 2005 in the above named county, by distributing Wisconsin Deer Donation 2005 posters and brochures provided by the WDNR WDACP to the following locations (*list*): _____

(Note that posters & brochures will be mailed directly from the printer to service centers, registration stations, ALIS vendors, participating venison processing plants, and county LCD offices.)

- ☐ Advertising Wisconsin Deer Donation 2005 in the above named county in other ways (*specify, e.g. local press releases, radio interviews, etc*) _____
- ☐ Contacting, signing a 'Wisconsin Deer Donation 2005 Venison Processing Facility Agreement' with, and coordinating activities of participating venison processors in the county.
- ☐ Submitting a complete list of all participating processors (name, complete mailing address, contact person, phone number, and agreed upon processing fee) to the WDNR WDACP by **September 15, 2005**.
- ☐ Contacting and coordinating activities of participating food distribution services/food pantries in the county.
- ☐ Proofing draft posters and brochures for Wisconsin Deer Donation 2005 by **September 30, 2005**.
- ☐ Reporting the number of donated deer accepted by processors to date (running totals) on November 3, 2005, December 1, 2005, and January 5, 2006. The information must be phoned, faxed, or e-mailed to Laurie Fike (608-267-7974/laurie.fike@dnr.state.wi.us) of the WDNR WDACP.
- ☐ Receiving processor invoices, checking all invoices and supporting documents for completeness, and submitting those invoices and supporting documentation to the county WDACP for payment.
- ☐ Reporting total donations (number of deer and pounds of venison) accepted by each processor and pantry in your county by February 15, 2005 to Laurie Fike of the WDNR WDACP.
- ☐ Other (*specify*) _____

2. The organization agrees to conduct necessary record-keeping on data sheets provided with this agreement.

3. The organization understands and agrees that (**check one or more of the following**):

- ☐ All work is done on a volunteer basis (i.e., no administrative costs can be reimbursed)

OR The following administrative costs of the non-profit organization relating specifically to Wisconsin Deer Donation 2005 will be reimbursed through the WDACP (*check all that apply*):

- ☐ Postage costs (examples: stamps, envelopes, UPS shipping charges)
- ☐ Office supplies (examples: paper, pens, printer cartridges)
- ☐ Telephone costs (examples: cost of long distance phone calls)
- ☐ Mileage costs (examples: mileage for trips to venison processors and food pantries to sign Wisconsin Deer Donation 2005 agreements with them and/or coordinate Wisconsin Deer Donation 2005 activities; distribution of Wisconsin Deer Donation 2005 posters and pamphlets. ***Note that moving processed venison must be done completely on a volunteer basis.***

4. If administrative costs of the non-profit organization are to be reimbursed by the county WDACP, indicate the maximum specified amounts below:

☐ Total amount: \$ _____

OR

Itemized maximum costs for each category as indicated below:

☐ Postage costs: \$ _____

☐ Office supplies: \$ _____

☐ Telephone costs: \$ _____

☐ Mileage costs: \$ _____

5. The organization understands that all invoices for costs described above (# 3) must be accompanied by original receipts. Invoices without original receipts and required supporting documents cannot be paid.
6. The organization agrees not to sell any of the venison that is donated to the program. Sale of any venison is prohibited, and will be prosecuted under section 29.48, Wis. Stats., which is a crime with a penalty of not less than \$1,000 nor more than \$2,000 fine or imprisonment for not more than 6 months or both.
7. If the organization is receiving bills from venison processors for processing fees to collect and send to the county WDACP, the organization agrees to submit a total of no more than three (3) invoices per processor for work covering periods September/October, November, and December to:
- County Organization: _____
- Street address: _____
- City, State, Zip Code: _____
- Contact Person: _____ Phone Number: _____
8. The organization understands that all processors and any administrative costs of the organization authorized above will be paid directly from _____ county or their agent, with funds ultimately provided by the Wisconsin Wildlife Damage Abatement and Claims Program.
9. Other conditions of this agreement: _____

This agreement will remain in effect until all deer donated to Wisconsin Deer Donation 2005 in _____ county have been processed and picked up by a charitable organization for distribution to needy people in the area, with the following conditions:

- 1. If the organization is receiving payment from the county for administrative costs, a final invoice for administrative costs will be submitted to the county by January 15, 2006.*
- 2. If the organization is collecting invoices from processors for processing fees, all invoices for processing fees will be submitted to the county by January 15, 2006.*

The following signatories agree to abide by all state statutes and codes that regulate this activity and agree to comply with all of the terms outlined in this agreement:

Signature of Director of Non-Profit Organization: _____ Date: _____

Signature of Representative of County or County's Agent: _____ Date: _____

Note: The county or its agent will mail a signed copy of this agreement to the non-profit organization within 14 days.

State of Wisconsin
Department of Natural Resources

AMENDMENT TO WILDLIFE DAMAGE
ABATEMENT AND CLAIMS PROGRAM
Sect. 29.889, Wis. Stats.

County: _____

Amendment Number: _____

This amendment to program year 2005 is hereby made and agreed upon by the State of Wisconsin, acting through the Deputy Secretary, Department of Natural Resources and by _____ County, pursuant to the Wildlife Damage Abatement and Claims Program. The State of Wisconsin and _____ County, in mutual consideration of the promises made herein, seek to amend _____ County's _____ (*insert year*) Plan of Administration as follows:

_____ County requires a \$_____ increase to its 2005 administrative budget, resulting in an increase from \$_____ to \$_____. _____ County also requires a \$_____ increase for venison processing for food pantries.

The result is a total budget increase of \$_____, increasing the total budget for _____ County from \$_____ to \$_____.

The maximum cost that _____ County will pay for processing venison for Wisconsin Deer Donation 2005 is \$_____ per deer.

In all other respects, the agreement of which this is an amendment, and the plans and specifications relevant thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this amendment as of the last date entered below.

1) _____ County

2) State of Wisconsin
Department of Natural Resources
For the Secretary

By _____

By _____

Title: _____

Director, Bureau of Wildlife Management

Date: _____

Date: _____

EXAMPLE BUDGET AMENDMENT FOR VENISON PROCESSING & ADMINISTRATION COSTS

State of Wisconsin
Department of Natural Resources

AMENDMENT TO WILDLIFE DAMAGE ABATEMENT AND CLAIMS PROGRAM Sect. 29.889, Wis. Stats.

County: **Adams**

Amendment Number: **1**

This amendment to program year 2005 is hereby made and agreed upon by the State of Wisconsin, acting through the Deputy Secretary, Department of Natural Resources and by **Adams** County, pursuant to the Wildlife Damage Abatement and Claims Program. The State of Wisconsin and **Adams** County, in mutual consideration of the promises made herein, seek to amend **Adams** County's **1999** Plan of Administration as follows:

Adams County requires a **\$1,000** increase to its 2005 administrative budget, resulting in an increase from **\$2,500.03** to **\$3,500.03**. **Adams** County also requires a **\$9,000** increase for venison processing for food pantries.

The result is a total budget increase of **\$10,000**, increasing the total budget for **Adams** County from **\$23,003.03** to **\$33,003.03**.

The maximum cost that **Adams** County will pay for processing venison for Wisconsin Deer Donation 2005 is **\$45** per deer.

In all other respects, the agreement of which this is an amendment, and the plans and specifications relevant thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this amendment as of the last date entered below.

1) **Adams** County

2) State of Wisconsin
Department of Natural Resources
For the Secretary

By: John Doe

By: _____

Title: **Adams County Conservationist**

Director, Bureau of Wildlife Management

Date: **August 1, 2005**

Date: _____

Wisconsin Deer Donation 2005

FINAL REPORT OF DEER DONATIONS BY PROCESSOR & PANTRY

Name of County: _____

Participating Venison Processors:

Name of Business	Number of deer received	Pounds of venison Processed	Price per pound or per deer	Total Processing Fees
Total:				\$

Participating Charitable Organizations:

Name of Organization	Pounds of venison received
Total:	

Please submit this report by February 15, 2006 to: Wisconsin DNR, ATTN: Laurie Fike WM/6, PO Box 7921, Madison, WI 53707-7921

Thank you for participating in Wisconsin Deer Donation 2005!

Note: You may submit the information requested on this form in any format; you are not required to use this form.

Wisconsin Deer Donation 2005

OTHER PEOPLE AND ORGANIZATIONS INVOLVED IN THE PROGRAM

Counties and their agents: The Wildlife Damage Program contacts for each county are listed below.

County	Contact Person	Phone number
Adams	USDA-Waupun	1-800-433-0688
Ashland	Dave Schultz	715-682-7187
Barron	USDA-Rhineland	1-800-228-1368
Bayfield	Dave Schultz	715-682-7187
Brown	Jon Bechle	920-391-4620
Buffalo	USDA-Waupun	1-800-433-0688
Burnett	Cindy Blonk	715-349-2186
Calumet	USDA-Waupun	1-800-433-0688
Chippewa	USDA-Rhineland	1-800-228-1368
Clark	USDA-Waupun	1-800-433-0688
Columbia	USDA-Waupun	1-800-433-0688
Crawford	Greg Cerven	608-875-5813
Dane	USDA-Waupun	1-800-433-0688
Dodge	USDA-Waupun	1-800-433-0688
Door	Vinnie Chomeau	920-746-2214
Douglas	Dave Schultz	715-682-7187
Dunn	USDA-Rhineland	1-800-228-1368
Eau Claire	Bill Nichols	715-839-6226
Florence	USDA-Rhineland	1-800-228-1368
Fond du Lac	USDA-Waupun	1-800-433-0688
Forest	USDA-Rhineland	1-800-228-1368
Grant	Greg Cerven	608-875-5813
Green	USDA-Waupun	1-800-433-0688
Green Lake	USDA-Waupun	1-800-433-0688
Iowa	USDA-Waupun	1-800-433-0688
Iron	Dave Schultz	715-682-7187
Jackson	USDA-Waupun	1-800-433-0688
Jefferson	USDA-Waupun	1-800-433-0688
Juneau	USDA-Waupun	1-800-433-0688
Kenosha	Not in program	
Kewaunee	USDA-Waupun	1-800-433-0688
La Crosse	USDA-Waupun	1-800-433-0688
Lafayette	USDA-Waupun	1-800-433-0688
Langlade	USDA-Rhineland	1-800-228-1368
Lincoln	USDA-Rhineland	1-800-228-1368
Manitowoc	USDA-Waupun	1-800-433-0688
Marathon	USDA-Rhineland	1-800-228-1368

County	Contact Person	Phone number
Marinette	Andy Birch	715-732-7783
Marquette	USDA-Waupun	1-800-433-0688
Menominee	Not in program	
Milwaukee	USDA-Waupun	1-800-433-0688
Monroe	USDA-Waupun	1-800-433-0688
Oconto	Chad Trudell	920-834-5688, ext 8
Oneida	Nancy Hollands	715-362-5941, ext 3
Outagamie	USDA-Waupun	1-800-433-0688
Ozaukee	Jeff Bell	262-284-8274
Pepin	USDA-Rhineland	1-800-228-1368
Pierce	USDA-Rhineland	1-800-228-1368
Polk	Cindy Blonk	715-349-2186
Portage	USDA-Waupun	1-800-433-0688
Price	USDA-Rhineland	1-800-228-1368
Racine	USDA-Waupun	1-800-433-0688
Richland	Greg Cerven	608-875-5813
Rock	USDA-Waupun	1-800-433-0688
Rusk	USDA-Rhineland	1-800-228-1368
St. Croix	Cindy Blonk	715-349-2186
Sauk	USDA-Waupun	1-800-433-0688
Sawyer	Dale Olsen	715-634-6463
Shawano	Blake Schuebel	715-526-9239
Sheboygan	Patrick Miles	920-467-5746
Taylor	USDA-Rhineland	1-800-228-1368
Trempealeau	USDA-Waupun	1-800-433-0688
Vernon	USDA-Waupun	1-800-433-0688
Vilas	USDA-Rhineland	1-800-228-1368
Walworth	USDA-Waupun	1-800-433-0688
Washburn	Brad Robole	715-635-2453
Washington	USDA-Waupun	1-800-433-0688
Waukesha	USDA-Waupun	1-800-433-0688
Waupaca	Bruce Bushweiler	715-258-6245
Waushara	USDA-Waupun	1-800-433-0688
Winnebago	USDA-Waupun	1-800-433-0688
Wood	Darrin Johnson	715-421-8547

USDA-Wildlife Services: The primary contacts for Wisconsin Deer Donation 2005 in each district office are:

Rhineland District Office: Pamela Engstrom
Phone (direct): 715-369-5221
Fax: 715-369-1257

Waupun District Office: Laurie Koeck
Phone (direct): 920-324-4514
Fax: 920-324-5367

Non-profit organizations: Last year many counties worked with Hunt for the Hungry to implement Wisconsin Deer Donation program. We encourage counties to do this again this year. Here is their contact information:

Hunt for the Hungry (Lee Dudek, Director)
Phone: 920-498-1522 FAX: 920-498-3739

525 E. Eagle Terrace Green Bay, WI 54313
www.huntforthehungry.com

Wisconsin DNR: Please call us if you have questions, and we'll try to help you out. Our contact information is:

Laurie Fike
608-267-7974

Bryan Woodbury
608-266-2151

Fax: 608-267-7857 Address: WISCONSIN DNR, WDACP WM/6, PO BOX 7921, MADISON WI 53707-7921